



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

INFORMATIONAL LETTER 755

September 30, 2008

TO: Iowa Medicaid Individual Consumer Directed Attendant Care (CDAC) Providers

ISSUED BY: Iowa Department of Human Services, Iowa Medicaid Enterprise

RE: Background Checks for CDAC Providers

EFFECTIVE: Upon Receipt

Overview: The Iowa Medicaid Enterprise (IME) conducts background checks on certain Medicaid providers pursuant to Iowa code requirements. Participating individual Consumer Directed Attendant Care (CDAC) providers enrolled in the Medicaid program are required to have background checks. We are requesting all CDAC providers to complete, sign and return the attached acknowledgement form confirming that you understand this record check will be completed. This will be done at no cost to you. Please return the form by December 1, 2008. If this form is not returned to the IME by December 1, you may be terminated as a provider and IME will no longer pay you for any Medicaid services you may provide.

Why is the Iowa Medicaid Enterprise (IME) doing a background check on me now?

The Iowa Department of Human Services (DHS) is required, pursuant to our obligation to program integrity, to conduct Child Abuse Registry, Dependent Adult Abuse Registry, Sexual Offender Registry checks and DCI/FBI Criminal History Record checks for specific categories of persons who have direct contact with the department's clients (Medicaid members) or provide Department approved services for the Department's clients. This is outlined in the Iowa Code (IAC); registry and record background checks are performed pursuant to IAC Chapters 135C.33, 217.44, 218.13, 692A, DAS-HRE Rule 11.54.3(3) and Federal Regulation 42 CFR 483.420.

What do I need to do so that I can continue as a CDAC provider?

To continue participation, simply complete and return the form to the address listed below. Participation as a CDAC Provider is contingent upon having a satisfactory background check completed.

You must complete all lines of this form and sign all areas where a signature is requested. Your signature and date is required in four different areas, (Sexual Offender Registry, Child Abuse Registry, Dependent Adult Abuse Registry, and Criminal History Record).

Return the enclosed authorization form to the following address by December 1, 2008.

**Iowa Medicaid Enterprise
Background Authorization Check
P.O. Box 36450
Des Moines, Iowa 50315**

Do not return this form in the same envelope as your Targeted Medical Care claim form. Doing so will slow down the payment process of your CDAC claim.

What happens when a background check is done and how will it affect me?

Once a background check is done and the results indicate there is no finding, the process is complete. Nothing further is required from you and your enrollment as a CDAC provider continues.

If a result for a background check indicates that you are listed on any of the registries checked, you will be contacted and requested to provide additional clarifying information. Once the IME receives this additional information, a determination will be made regarding your ability to continue to provide services as a CDAC provider.

Please note that conviction of a crime or listing on an abuse/sexual offender registry does not automatically prevent you from being a provider. Each matter is reviewed individually.

Who conducts the background check, how is the information kept confidential, and how long does it take?

Only designated, trained, and authorized staff may conduct and maintain files regarding background checks. DHS staff will oversee the background check for CDAC providers. Criminal background information is confidential as required by law. Such information will not be made a part of the provider's file, or communicated to any unauthorized persons when prohibited by law.

By Iowa Code, the only agency authorized to release criminal background information is the DCI. The disclosure of criminal history record information to unauthorized persons is a criminal offense in Iowa. However, this does not mean that DHS staff (or their authorized designee) is prevented from discussing information from the criminal background check with the applicant for purposes of verification or clarification.

The initial check to determine if there is a possible hit is web-based and instantaneous. If there is a hit, it may take up to 14 days to obtain records. After that, it would be up to the applicant to provide additional information for DHS review.

What if I do not sign the authorization form enclosed or I no longer wish to participate as a CDAC provider in the Medicaid program?

If we do not receive this signed form in our office by December 1, 2008, your CDAC contract with Iowa Medicaid will be terminated. This means Medicaid will no longer pay you for any Medicaid services you provide.

If you no longer wish to be an Iowa Medicaid provider or if you have any questions, please call Provider Enrollment at 800-338-7909, Option 2, or in Des Moines, 725-1004, Option 2.

Or, you may check the box below and return this letter to:

Iowa Medicaid Enterprise
Provider Enrollment
P.O. Box 36450, Des Moines, Iowa 50315

☐ I no longer want to be an Iowa Medicaid Provider.

Provider Number or Social Security Number _____

Full name _____

The IME appreciates your partnership as we work together to serve the needs of Iowa Medicaid members.